Personnel Committee

Volunteer members

We are seeking two people to join our volunteer Personnel Committee in 2024.

This is an exciting opportunity for members to help shape and direct our staff resource, assuring that we nurture our people in ways that best support the delivery of our ambitious strategic plan.
The Personnel Committee (PC) supports the Society to ensure that all aspects of people managements are led, managed, and deployed effectively, efficiently and respectfully. The Committee provides strategic direction and supports all paid employee and volunteer roles across the BES.

Contributing to PC can be a great way to engage with many of the current issues of people management, help the Society ensure it is delivering for both its staff and membership, and pick up new skills and experience which you can then take back to your own organisation.

The Committee:
- Helps the Society develop strategic direction in personnel issues, including recruitment, staff development and training, and equality, diversity and inclusivity;
- Delivers recommendations to the BES Board of Trustees on the composition and structure of staff teams including change management;
- Appraise the performance of employees, and consider and implement the BES compensation & benefit package;
- Supervises the implementation of HR & Health and Safety policies in the BES (note: Board of Trustees has responsibility for statutory compliance).
Who we’re looking for

We want to keep a balance of people in our group, so we are looking for people who have experience in one or more of the following areas:

- Direct experience or an understanding of developing staff appraisals, learning and development;
- Knowledge and experience in Health and Safety and how this relates to Human Resources;
- Direct experience or an understanding of how to imbed equality and diversity into Human Resources practices;
- Experience and knowledge of change or conflict management;
- Direct experience or an understanding of organisational leadership, management and strategy.

We are also interested in hearing from people from the Global Majority, underrepresented genders, people from the LGBTQIA+ community, and people working in areas other than universities.

The BES recognises the significance of using lived experience for a role of this nature, we strive to ensure that our opportunities are supported and we provide a safe space in which to volunteer.
Reasons to get involved

- Opportunities to influence the direction and priorities across the Society, with the ability to input ideas which can shape the strategy and initiatives undertaken.
- Enhance your skills and professional development by serving on a Committee.
- Grow your professional network by working alongside likeminded ecologists.
- Exposure to governance and decision making within the BES, helping you build an understanding of how the Society operates.

Time involved

- The Committee meets three times a year online, it may include occasional task and finish groups as required.
- Members can be based anywhere in the world and can join meetings via Microsoft teams. Meetings will usually take place within UK business hours 12.30-15.30.
- New members of the Committee will appointed for an initial three years; the maximum length of involvement is two terms.
How to apply

Please click the green button ‘Apply’ via our recruitment portal to submit:

- **Your CV - no more than 2 x A4 sides**

- **A covering letter** - no more than 1x A4 side answering the following questions:

1. Why are you interested in this role and what would you like to get out of the experience? (300 words maximum)

2. What would you hope to achieve during your term of 3 years? (300 words maximum)

We ask these questions because we’re interested in hearing your reasons for taking part and how we could support you to get the most of the opportunity, along with what you’ll add to our Committee.

- **Your equality and diversity information** - this voluntary information helps us to assess the diversity of our recruitment and further improve processes in the future. It is not considered as part of the shortlisting process and is used to review our overall volunteer recruitment only.
Key Dates

Closing date: Please apply by 8am (BST/GMT) 08 April 2024.

We will review your answers as part of your application and we may reach out to ask follow on questions if we need, this may be by email or a telephone/video call.

We will confirm applications by mid May 2024.

If you have questions about this role or would like more information, please contact us and we will be happy to answer your questions. Please contact Benjamin Hunt (He/Him) Head of People and Operations on email at Benjamin@britishecologicalsociety.org

Access

If you require access support, please contact Karen Devine (She/Her) Director of Communities and Inclusion on email at Karen@britishecologicalsociety.org or via phone on +44 20 3994 8282